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DOCUMENT DIVISION, OGR

24 April 1964

Activity Log of Selected Items for Week of 20 thru 24 April

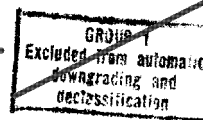
1. Double handling of Open Literature Serials - Library & DD.  
DD updating cards for further study.
2. Number of copies of MAC-V Reports - DD/P - FE Division - Pending.
3. Arranging for dissemination of COMINT USIB papers to [redacted].  
[redacted] papers would be forthcoming shortly.
4. Preparing for test to determine feasibility of disseminating bibliographic (LARE) references to analysts pertinent to intellofax codes in lieu of copies of reports.  
Will begin test using CIA information reports received 27 April 1964 and for one month thereafter.
5. Several items for LARE Committee including improvement of certain "poor copy" elements, security aspects, procedures for handling poor copy, plans for LARE briefing, etc. - Meeting 1330 27 April 1964.
6. Revision of "NODEX" standards for information reports not selected for Intellofax System. In process.
7. Filing of RFE Telex enclosures to CSLT Reports. Procedures being reviewed. The 20 different categories of RFE material now being reviewed so as to determine needs of the several CIA offices and to combine distribution channels.
8. Indexing of FDD Summaries and other weekly and monthly Summaries. Studying possibility with Machine Division to index article by article.
9. Dissemination to FIB. Waiting for statement of requirements from FIB.
10. Gradual reduction of overtime spent in Special Section. [redacted] transferred to Special Section - training begun. Target date 1 June 1964.

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11. [ ] will meet with Agency Committee on Handling of TS and Codeword Material for briefing on Codeword Questionnaires. Next meeting on 24 April for [ ] 25X1
  12. Study of average number of dissemination points for documents and publications - 1 June 1964
  13. Reading requirements for the Records and Service Branch of CGS being reviewed with Messrs [ ] 25X1
  14. Procedure for distributing copies of [ ] Reports being discussed with [ ] 25X1
  15. Processing of documents bearing "Warning Notice: Sensitive Sources and Methods Involved," under consideration. Notice to OCR personnel drafted. 25X1
  16. [ ] in conjunction with the Library, is studying specific procedures for incorporating the names of industrial organizations into the Intellofax System.
  17. Instruction on TS and Classification Control on 22 April by [ ] in Security Training Course for Security Officers going on overseas assignments. Completed. 25X1
  18. Final proofreading of a new printing of the ISC to be published - June 1964.

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[ ]  
Chief, Document Division

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